

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: **TRHR3248**

THE BUYER: Department for Transport (DfT), Driver & Vehicle Standards Agency (DVSA), Vehicle Certification Agency (VCA), Driver & Vehicle Licencing Agency (DVLA) and Marine & Coastguard Agency (MCA)

BUYER ADDRESS: Great Minster House
33 Horseferry Road
London
SW1P 4DR

THE SUPPLIER: Willis Limited

SUPPLIER ADDRESS: 3 Temple Quay, Temple Back East, Bristol,
BS1 6DZ

REGISTRATION NUMBER: 181116

DUNS NUMBER: 21-032-0073

SID4GOV ID: Not applicable

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30/11/2022.

It's issued under the Framework Contract with the reference number RM6020 for the provision of insurance brokerage services for the following classes:

- Personal Accident & Travel.
- Employee Personal Accident - Rail Inspection (DfT only)
- Employee Personal Accident - Air Accident Inspection - AAIB (DfT only)

CALL-OFF LOT(S):

RM6020 Lot 1: Insurance Brokerage and Associated Services

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6020
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6020**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6020
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6020 – available from appointed supplier.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

Willis Towers Watson Terms of Business Agreement – September 2022.



general-client-toba
-september-2022.pdf

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Notwithstanding anything contained in the Willis Limited Terms of Business Agreement to the contrary the provisions of the CCS Insurance Framework Contract RM6020 will **always take precedence**.

CALL-OFF START DATE: **1st January 2023**

CALL-OFF EXPIRY DATE: **31st December 2025**

CALL-OFF INITIAL PERIOD: **3 Years (36 months)**

Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period of three years commencing 1st January 2023 and ending on 31st December 2025.

RENEWAL

- Renewal questionnaires issued
- Programme Design
- Prepare presentations
- Insurer meetings
- Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM6138
- Checking insurers documentation and premiums

MID-TERM

- Policy checking and issue
- Day to day queries, alterations and administration
- Changes to legislation, market developments and the like which could affect your programme

CLAIMS HANDLING

- Direct Deal on claims
- Checking insurer issued “confirmed claims experiences”
- Production of claims experience prior to renewal

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

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CALL-OFF CHARGES

Willis Fee in relation to the insurance deliverables set out above is £2,250.00 excluding VAT, which is in consideration of the services provided as detailed in the Call-Off Deliverables above and all premiums shown throughout Willis's reports will be net of the standard commissions normally allowed to Willis by insurance companies or third parties.

However, the insurers for the policies for which we provide services for you will allow a brokerage of up to 3.5% of the total premium payable and we will retain such brokerage in full. We do not receive such brokerage where we earn income from Willis Towers Watson Facilities Administration Charge. Where this brokerage is allowed it will be shown in writing.

Under the CCS framework, a management fee of 0.45% is payable in respect of the Willis fee. This will be subtracted from the Willis fee.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Cash

BUYER'S INVOICE ADDRESS

Email: ssa.invoice@sharedservicesarvato.co.uk

Postal Address: Shared Services Arvato 5 Sandringham Park Swansea Vale, SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE

██████████
Contract & Project Manager
██████████ [@dft.gov.uk](mailto:██████████@dft.gov.uk)
Department for Transport

SUPPLIER'S AUTHORISED REPRESENTATIVE

██████████
Account Director
██████████ [@willistowerswatsonsecure.com](mailto:██████████@willistowerswatsonsecure.com)
Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

SUPPLIER'S CONTRACT MANAGER

██████████
Executive Director

██████████ [@willistowerswatsonsecure.com](mailto:██████████@willistowerswatsonsecure.com)

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

PROGRESS REPORT FREQUENCY

As and when required

PROGRESS MEETING FREQUENCY

As and when required

KEY STAFF

██████████
Lead Associate

██████████ [@willistowerswatsonsecure.com](mailto:██████████@willistowerswatsonsecure.com)

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

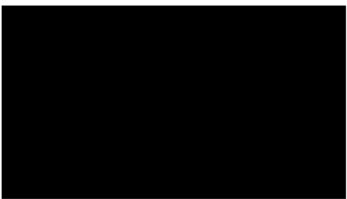
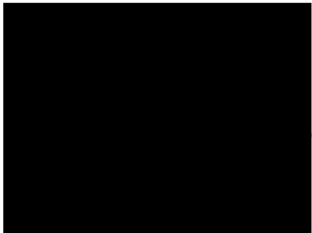


GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Account Director	Role:	DfT Commercial Manager
Date:	28/12/2022	Date:	30/11/2022